



ST. BEDE'S  
COLLEGE  
1876

# St. Bede's College

## Candidate Information Pack

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**1-to-1 SEND Teaching Assistant (ASD, ADHD and Dyslexic Specialism)**

**Application Deadline: Friday 20<sup>th</sup> February 2026**





*We are a community of believers who aspire to provide the students in our care with an education of excellence rooted in and sustained by our shared commitment to the life and teachings of Jesus Christ, knowing that we are created by Him and inspired by truth, committed to ourselves and to each other, grateful to our families and in awe of the world around us.*

*Through the values, with which Cardinal Vaughan opened the doors of the school 150 years ago, we recognise that every member is equal in the eyes of God and worthy of respect. Like him, we continue to pursue academic excellence, civilised standards of behaviour and an awareness of traditional family values underpinned by the Gospel message and the teachings of the Catholic Church.*

#### **MISSION STATEMENT**



### Welcome from the Headteacher



St Bede's is a unique place, where young people are nurtured and supported in order to flourish and reach their full potential. The College is extremely proud of its Catholic heritage. It has been educating young people with respect, dignity and compassion for over 140 years and it is through our dedicated staff that this is possible.

Thank you for taking the time to consider St Bede's. Throughout our history, the College has encouraged its pupils to be confident and successful whilst modest young people, able to make the right decisions when the moments arise. Our core values remain unchanged – the timeless Catholic qualities of humanity, compassion and empathy for others, and we look forward to welcoming colleagues who share the pupil.

**Mrs Maria Kemp**  
Headteacher





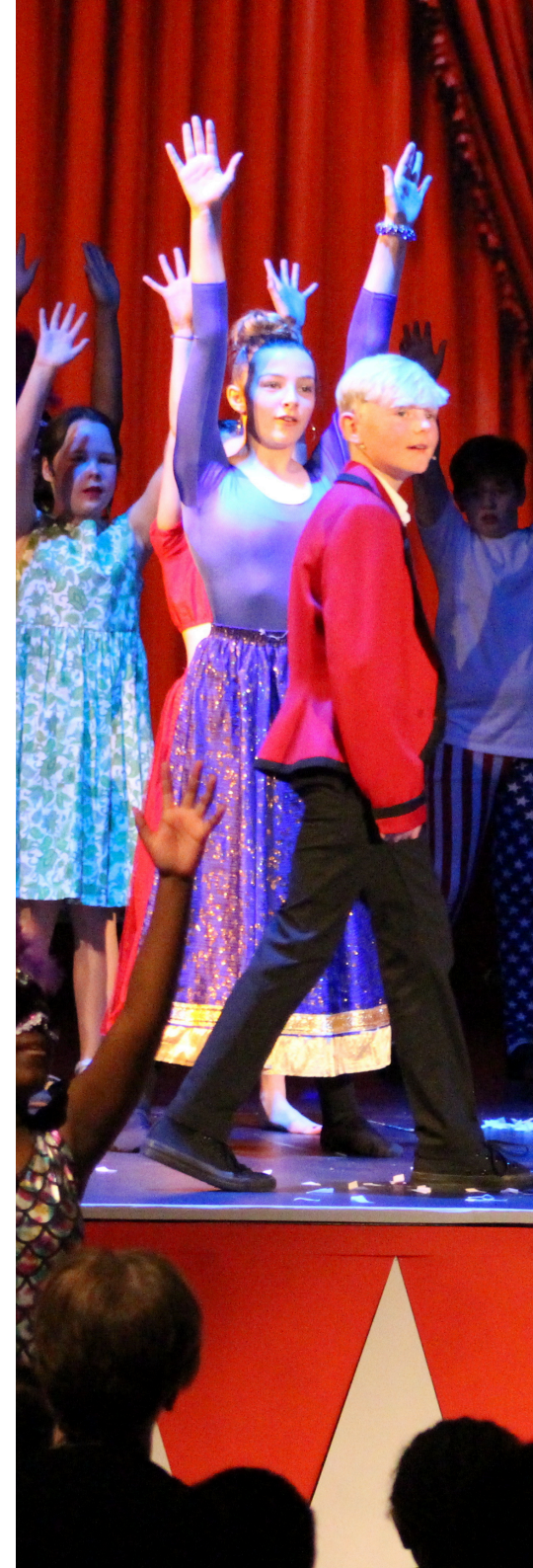
## Welcome from Head of Prep



I am delighted you are considering working at St Bede's College, of which the Prep school is an integral part. From the Early Years Foundation Stage through to the end of a child's primary journey in Prep 6, our curriculum is bright, pacy, engaging and varied. Highly qualified and specialist teachers, together with small class sizes provide the best possible education for each and every child in the Prep.

Our approach to education stems from our deep Catholic roots and is a combination of high academic standards and a commitment to the moral and spiritual development of each child. Happy children are those who feel valued, whose strengths and individual achievements are celebrated. The Prep is an ideal place for children to develop a life-long love of learning where curiosity thrives in our vibrant and forward thinking environment in which to grow and learn.

**Mrs Claire Hunt**







*While I definitely benefited academically, the most valuable thing I got from my time at St Bede's is the friends and family that I have still - twenty years after leaving. The biggest endorsement I can give is that I send my own children there, hoping they will have the same positive experience.*

**John Boylan**  
Old Bedian (1994-2001)



# Welcome to St. Bede's College

## A Catholic HMC Independent College for boys and girls aged 3-18


On 7 January 1876, Cardinal Vaughan opened the doors of St Bede's College in Manchester. The thirst for knowledge and search for truth that characterised the life of St Bede was the founding idea of a college designed to foster in its pupils a love of learning. Almost a century and a half later, the school remains faithful to that founding idea: its aim is for students to reach their full potential and become true leaders capable of building a better world.

Christ remains at the centre and heart of the school, and pupils are seen as the children of God they are, regardless of their background or their own faith journey.

St. Bede's College strives to work in partnership with parents in order to become a centre where they can find all the support, service and advice they need. The College has a rich life, full of opportunities accessed through the house system, co-curricular activities and the students' own initiatives, all of which contribute to the positive growth mindset transmitted by its founder. While excellent teaching and small class sizes contribute to its students' academic success, St Bede's is equally committed to holistic education, allowing children to shape their future in accordance with their uniqueness.







# **1-to-1 SEND Teaching Assistant (ASD, ADHD and Dyslexic Specialism)**



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### Department Overview

**DIRECTLY RESPONSIBLE TO**  
**SENDCo**  
**Assistant Head CFA**

**COMMENCING**  
**April 2026 or earlier if possible**

The Learning Support Department at St Bede's College is comprised of a dynamic and compassionate team which is dedicated to ensuring that every pupil thrives. Based in a recently remodelled area that includes several small teaching rooms, the team works closely with pastoral and academic staff, including Heads of Year, the Senior Leaders (Pastoral and Academic), and the Examinations Officer, to deliver inclusive teaching and effective Access Arrangements. At the heart of our approach is a commitment to knowing each student as an individual, with personalised Pupil Profiles, reviewed termly, for anyone with additional needs, to ensure the right support is always in place.





# Teaching Assistant

## Purpose of the Post

The key purpose of this role is to provide high-quality, consistent 1:1 support for a pupil with Special Educational Needs and Disabilities (SEND), enabling the pupil to access learning, remain engaged in lessons, and develop a positive attitude towards education in order to achieve their maximum potential. The post holder will create a safe, supportive, and structured environment in which the pupil feels reassured, understood, and able to regulate their emotions effectively. The role aims to support the pupil's academic, social, and emotional development through close collaboration with the SEND department, teaching staff, and relevant professionals. This includes regularly reviewing and updating the pupil's personal profile, identifying barriers to learning, and implementing appropriate adaptations and strategies that allow the pupil to thrive. Clear and proactive communication of progress, successes, and concerns with colleagues and parents is central to the post, ensuring a joined-up approach to support. In addition, the post holder will provide academic support to a small number of elite sports pupils from Manchester City Academy, helping the pupil to manage catch-up work and balance their educational development alongside elite sporting commitments across both St Bede's College and Manchester City Academy settings.







*We came to visit the school on an Open Day and your students took us around on a tour of the school. As they were talking to us and showing us around the different departments, we really got to know the pupil and we thought we would like our child to be like the pupil.*

**St. Bede's Parents**



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### Safeguarding Duties

Every pupil should feel safe and protected from any form of abuse. St Bede's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Adults in our school take all welfare concerns seriously and encourage children and young people to talk to us about anything that worries the pupil. We will always act in the best interest of the child.

All staff have a responsibility for safeguarding and undertake regular training and updates, beyond statutory requirements. All members of the pastoral team undertake full DSL training and are led by an Assistant Head in charge of Safeguarding.

Shortlisted candidates will need to disclose relevant criminal history. This post is exempt from the ROA 1974 and, therefore, the successful candidate will have to have an enhanced DBS and barred list check.

References will be sought from all shortlisted candidates.

All child protection policies can be found [here](#).





## Teaching Assistant

### Main duties and responsibilities

- Provide dedicated 1:1 support for a pupil with Special Educational Needs and Disabilities (SEND) throughout the school day, including during lessons across the curriculum.
- Support the pupil to remain engaged in learning by promoting a positive attitude, encouraging focus, and providing prompts, reassurance, and guidance when required.
- Adapt learning activities and resources as needed to ensure the pupil can access the curriculum effectively and confidently.
- Work proactively to support the pupil's emotional regulation, helping the pupil to manage their temperament, feel safe, and develop strategies for self-regulation.
- Create a calm, supportive, and nurturing learning environment that enables the pupil to feel secure and ready to learn.
- Collaborate closely with the SEND department and wider school staff to ensure consistent, high-quality support that meets the pupil's individual needs.
- Maintain, update, and regularly review the pupil's personal profile, contributing observations, progress updates, and recommendations for appropriate adaptations or interventions.
- Monitor the pupil's academic, social, and emotional progress and share relevant information, concerns, and successes with teaching staff, SEND colleagues, and parents as appropriate.
- Provide additional learning support to a small number of elite sports pupils who attend Manchester City Academy, assisting the pupil with catch-up work to balance academic progress alongside their sporting commitments.
- Work flexibly across both St Bede's College and Manchester City Academy sites to support pupils as required.
- Uphold safeguarding responsibilities at all times and act in accordance with school policies and procedures.



# Teaching Assistant

## Personal Profile

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Level 2 Certificate in Supporting Teaching and Learning in Schools</li><li>• Dyslexia training / certification</li><li>• Good standard of literacy and numeracy</li><li>• GCSEs in English, Maths &amp; Science</li></ul>	<ul style="list-style-type: none"><li>• Level 5 SpLD qualification</li><li>• Level 3 Certificate or Diploma in Supporting Teaching and Learning</li><li>• Relevant degree</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience working with students with Special Educational Needs (SEND)</li><li>• Experience supporting pupils with EHCPs</li></ul>	<ul style="list-style-type: none"><li>• Proven experience providing 1:1 dyslexia-specific support</li><li>• Experience working within a mainstream secondary (Year 7+) environment</li></ul>
Abilities	<ul style="list-style-type: none"><li>• Ability to show initiative and work independently</li><li>• Ability to engage and relate to children effectively</li><li>• Strong collaborative skills to work with teachers, SENDCO, and parents</li><li>• A committed and flexible approach to support</li></ul>	<ul style="list-style-type: none"><li>• Ability to adapt mainstream curriculum materials for dyslexia accessibility</li><li>• Ability to facilitate both group learning and independent study</li></ul>



# Teaching Assistant

## Personal Profile

	Essential	Desirable
Skills	<ul style="list-style-type: none"><li>• Warm and nurturing – builds trust quickly and creates a safe, supportive environment where pupils feel comfortable</li><li>• Patient – understands that progress can take time</li><li>• Flexible – can adapt plans, strategies, and expectations to meet individual needs</li><li>• Adaptable – responds confidently to changing situations, behaviours, or learning styles</li><li>• Empathetic – understands pupils' emotional, social, and sensory needs</li><li>• Positive and encouraging – celebrates small successes and boosts confidence</li><li>• Observant – notices subtle changes in behaviour, mood, or engagement</li><li>• Strong communicator – communicates clearly with pupils and parents</li><li>• Provide calmness and reassurance, especially in challenging moments</li><li>• Works collaboratively with line manager, teachers, SEND department and support staff</li><li>• Values diversity and promotes equality</li><li>• A strong sense of kindness</li><li>• Able to build warm, trusting relationships with learners while maintaining clear professional boundaries</li></ul>	





*Our vision is to see our pupils grow as true leaders in the 21st century; we believe that character development will help the pupil to achieve their potential, lead responsibly and build a better world.*

**Mrs Maria Kemp**  
Headteacher

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### How to apply

*The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

#### **SALARY: Competitive**

Mrs Michaela Parker would be happy to talk to any interested applicant and answer any queries. She can be contacted by email in the first instance at [mparker@sbcm.co.uk](mailto:mparker@sbcm.co.uk).

#### **CLOSING DATE FOR APPLICATIONS: Friday 20<sup>th</sup> February**

We welcome applications from those who wish to apply for the position to do so through the TES advertisement. Any queries or concerns with this can be directed to the Headteacher's PA Mrs McGoff at [bmcgoff@sbcm.co.uk](mailto:bmcgoff@sbcm.co.uk).

#### **INTERVIEWS WILL TAKE PLACE ON: Week commencing Monday 23<sup>rd</sup> February**

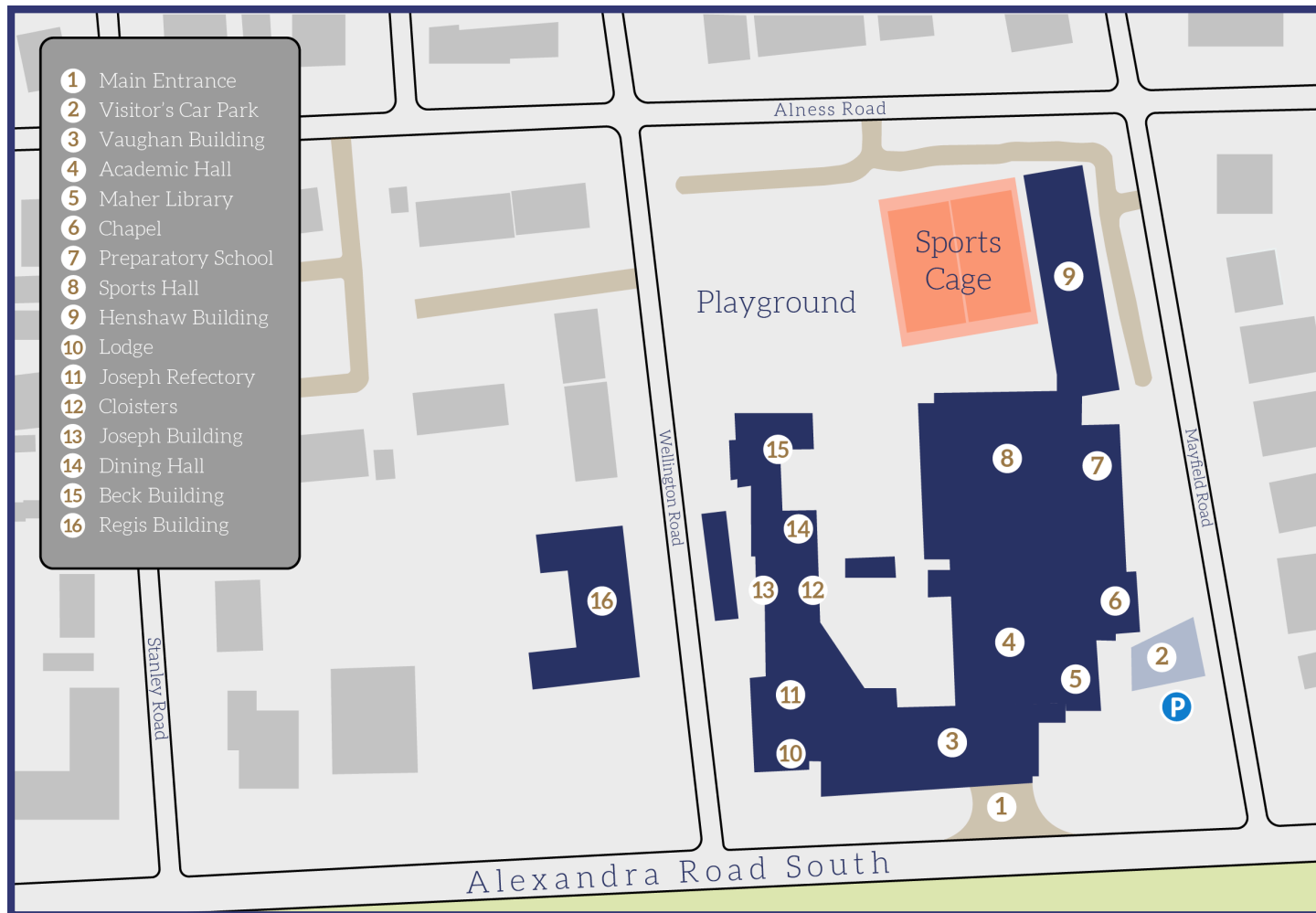
The application form must be completed in full, including:

- Full education and/or employment history from the age of 16, with any gaps explained.
- Contact details from two referees, one of whom must be from the candidate's most recent employer, and one of whom must be from the most recent time the candidate worked with children (if applicable).
- Please indicate on the form where a referee may or may not be contacted prior to an interview, and be prepared to offer an alternative contact if required.





# Map of the School





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## Senior Leadership Team







ST. BEDE'S  
COLLEGE  
1 8 7 6

**Postal Address:**

St. Bede's College, Alexandra Park, Manchester M16 8HX

**Website**

[www.sbcm.co.uk](http://www.sbcm.co.uk)

**Phone**

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Prep t. 0161 226 7156